

Job Opportunity

California Department of Alcohol and Drug Programs

The mission of the Department of Alcohol and Drug Programs is to promote the achievement of life-styles free of alcohol and other drug related problems for the diverse citizens and communities of California.

RPA # A00-415-15

Position # 798-415-5393-715

Classification: **STAFF SERVICES ANALYST (\$2,507-\$3,957)**

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$3,915-\$4,759)

Permanent Full Time

Final Filing Date: **May 25, 2001 or Until Filled**

Contact: Glenda Penney

Program Operations Division, Office of Perinatal Substance Abuse and Special Projects
1700 K Street, 4th Floor
Sacramento, CA 95814
(916) 323-0210, TDD (916) 445-1942

Duties and Responsibilities: The Office of Perinatal Substance Abuse and Special Projects, Perinatal Section has an opening for a self-motivated individual interested in a challenging and interesting analytical position. The duties include, but are not limited to, the following:

- ◆ Collect, compile, analyze and interpret data on perinatal and youth substance abuse issues and programs.
- ◆ Draft correspondence, including letters, memos, internal management reports, issue memos, etc. Analyze proposed legislation and prepare bill analysis. Collaborate/liaison with other State agencies, County, and community level organizations.
- ◆ Provide programmatic guidance to contractors, project directors, and service providers. Review progress reports and invoices, and monitor contract expenditures.
- ◆ Develop contracts to provide perinatal and youth substance abuse services. Prepare requests for proposals; review, evaluate, and rank proposals. Conduct site visits to assess program services.
- ◆ Respond to telephone and written inquiries. Make presentations at meetings, conferences and training events; participate on a variety of committees and work groups. Assist the Department and Division staff with special projects.
- ◆ Minimal travel as necessary.

Desirable Qualifications: Applications will be prescreened. Only the most competitive applicants will be interviewed.

- ◆ Analytical and research skills.
- ◆ Excellent written communication and verbal communication skills.
- ◆ Excellent interpersonal skills.
- ◆ Able to accomplish **completed** staff work independently.
- ◆ Able to manage multiple competing priorities with short time lines.
- ◆ Able to work effectively with other State, county, and community representatives.
- ◆ Experience and competency with Microsoft Office, Word, Excel, GroupWise, Databases, Internet.
- ◆ Dependable and reliable.

Who Should Apply: State employees with current status in the above classifications, persons with list eligibility, lateral transfer from an equivalent class, or reinstatement. Those applicants who are currently on SPB's SSA exam list must submit a college transcript showing their complete class listing and degree (if any) along with application. No Fax applications will be accepted. All interested applicants must submit a resume, and a standard State Application Form STD 678, with original signature, to the contact person identified above, **and must clearly indicate the basis of their eligibility in line item number 12 (Explanation) of the STD 678 (Revised 08/97).**

Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.



The Department of Alcohol and Drug Programs is an equal opportunity employer to all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.